

Adeel Arshad

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Versatile and skilled professional driver with extensive experience operating cars, buses, lorries, and motorcycles. Proficient in handling diverse vehicles while maintaining a steadfast commitment to safety, efficiency, and exceptional customer service. Possesses a comprehensive understanding of traffic regulations, exceptional navigational skills, and a proven track record of delivering reliable transportation services across multiple vehicle types. Adaptable and adept at addressing diverse passenger needs and ensuring a comfortable and secure travel experience.

Personal Details

Driver's License: A, A1, A2, AM, B, B auto, B1, BE, Buses, C, C1, C1E, CE, Cars, D, D1, D1E, DE, Large vehicles, Light Vehicles, Medium vehicles, Minibuses, Mopeds, Motorcycles, P, Q

Eligible to work in the UK: Yes

Highest Level of Education: Bachelor's

Industry: Administrative Assistance, Automotive, Banking & Finance, Business Operations, Call Centre, Customer Service, IT Operations & Helpdesk, Real Estate, Security & Public Safety, Software Development, Technology, Transportation Services

Work Experience

HGV Class 1 Driver

iDrive-London, Greater London

October 2024 to Present

HGV Class 1 & 2 Driver

Johnsons Hotel Linen-Enfield

May 2024 to September 2024

Bus/Coach Driver

Ensignbus Company Ltd-Essex

January 2024 to May 2024

Part time Rail replacement work

Bus Driver

Go-Ahead London-London

September 2023 to March 2024

- Operated various Buses along designated routes, ensuring timely and safe transportation of passengers.
- Assisted passengers with boarding, providing information on routes, schedules, and ensuring a comfortable travel experience.
- Maintained a strong commitment to safety by adhering to traffic laws, company policies, and conducting routine vehicle inspections.
- Managed accurate records of trips, mileage, fuel consumption, and promptly reported any maintenance issues.

- Demonstrated flexibility in adapting to changing schedules, routes, and handling unforeseen circumstances while ensuring passenger safety and satisfaction.

Private Hire Driver

Addison Lee-London, Greater London

February 2017 to September 2023

- Provided reliable and courteous transportation services to customers, ensuring timely pick-ups and drop-offs.
- Demonstrated exceptional knowledge of local routes, traffic patterns, and alternate roads to optimize travel time for passengers.
- Maintained a clean and well-presented vehicle, adhering to company standards and ensuring a comfortable ride for passengers.
- Handled cash transactions and processed payments accurately, maintaining a high level of professionalism and customer service.
- Prioritized passenger safety by strictly following traffic laws, company policies, and conducting regular vehicle inspections.

Amazon delivery Partner

Amazon-London

April 2020 to March 2022

- Executed timely and accurate delivery of Amazon packages to customers' addresses, ensuring the safe and secure handling of parcels.
- Demonstrated exceptional knowledge of delivery routes and efficient navigation using GPS systems or maps to optimize delivery times.
- Maintained a high level of customer service by providing friendly and professional interactions with customers while delivering packages.
- Conducted routine vehicle inspections, reported any maintenance issues, and adhered to safety protocols to ensure safe operation of the delivery vehicle.
- Managed delivery documentation and records accurately, maintaining a high level of attention to detail and organization.

New Business Consultant

Dynamix Security Group-London, Greater London

January 2017 to March 2020

Provider of security services including but not limited to; Door Supervision , Close Protection Staff and Mobile Key Holding. My role was to advise on new business initiatives, tender preparation, and advising on operational infrastructure , The role included but was not limited to budget planning , mobilising contracts, ensuring KPI's were met, recruiting and assigning contract staff where and when needed.

Project Manager

Parliamentary Digital Service-London, Greater London

April 2016 to January 2017

Independently responsible for managing the Project, creating and managing the migration schedule via Lifecycle software, Coordinating resources and hardware and ensuring managing for the rollout project for all new starting MP's and staff on over 200 constituency sites as well as locations in Westminster palace. Engaging with Client Business Sponsors to manage migration queries. Creating and submitting key statistics on a daily basis to program manager, worked closely with the lead engineer to highlight technical issues arising from the rollout as well as addressing underutilisation of deployment slots with speed and a sense of urgency.

C.B.T Instructor

CBT & DAS 4 YOU LTD-London, Greater London

June 2016 to December 2016

Down Trained Instructor,

Delivering Compulsive Basic Training course as introductory level motorcycling. Helping students to work through the five elements required by law in understanding the legal and safety requirements, introducing the vehicles and Identifying controls before taking to the road .

Project Manager

Crestons-London, Greater London

January 2015 to February 2016

For this short term contract, I was hired to create and fulfil the role of property Manger which consisted of; managing a group of sites under the banner of one client creating a training matrix for the property management team, whilst they managed a small key portfolio of their own. This entailed; maintaining regular contact with clients, directors, and ensuring that departmental deadlines and service standards are met as well as; Monitoring team performance, managing both draft and final agreed budgets, and acting as first point of reference for any discussions concerning the team's portfolio.

SCC Project Co-ordinator / Technical Scheduler

Société Générale-London, Greater London

September 2014 to December 2014

My role was primarily to work independently managing a team of engineers and allocating install of hardware for the asset management department, my responsibilities also included the scheduling of IMAC's and assigning Desktop Incidents to ensure efficient resolution within a fast past financial environment. Ultimately I grew to create a position of a Service Delivery Manager adding on

responsibilities of managing and training first and second line engineers by creating a training Matrix to achieve mutual goals for both client and service provider.

Senior Property Consultant

Crestons-London, Greater London

April 2013 to March 2014

I achieved the role of a Senior Consultant in a short period; through my passion of people, my ability to negotiate and possessing sound business ethics, exceeding and ultimately setting targets for junior consultants. Remaining focused on building my sales techniques and working without restrictions identified business demands to ensure business growth. My main areas of responsibility are; lettings, marketing, keeping up to date about the real estate market. Researching and conducting training sessions for sales agents and setting realistic lettings targets.

SCC Lead Project coordinator

Deloitte-London, Greater London

January 2013 to April 2013

IT upgrade rollout project, working within the Asset Management Team of Deloitte. Managing the safe and timely transfer of new hardware across the business. Project parameters were to process 3000 upgrades for users nationwide. Managing a team of three coordinators and a team of build engineers based around the country. Working with a variety of business tools including, PC Scheduler, service now, and Microsoft Access. With effective planning via reviewing and creating daily projection reports and team collaboration, we completed the project well within estimated time in a manner which was cost efficient for stakeholders.

Project Management; Scheduling Team Leader

London Olympics-London, Greater London

March 2012 to October 2012

As being part of the proficiency team, I was responsible for a team of 30 schedulers based at the redeployment centre for 2012 games. This included working on a face to face basis with the event organisers and the general public. The responsibility of leading my team to develop schedules for venues & events during 2012 Olympics, coordinating the security for high-profile venues, and liaising with senior management and clientele on all levels which included LOCOG, TFL & Ministry of Defence. Taking full responsibility and being the lead point of contact for all issues from start through to resolution. Working within an inflating budget of £282m; part of this process was securing test events which achieved a 97% success rate.

Key Accounts Coordinator / Regional Scheduler,

OCS Group-London, Greater London

April 2009 to March 2012

As the Key Accounts Coordinator my role was to manage resource and minimise staff turnover, looking at the cost of training and uniform distribution. I also worked with clients such as UOL, UOW, GOSH, S.O.C.A, Symantec, V&A Museum and the Merlin Group working as part of a team delivering complete FM solutions. Building strong relations with stakeholders, I optimised a system which created focused bench teams for each client; this was achieved through a re-write of the strategy by various recruitment drives, delegation, and effective use of the time and attendance monitoring system (Time Gate). Taking on various responsibilities including working on an internal Advertisement campaign promoting further services to existing clientele. Ultimately taking sole responsibility of the scheduling / recruitment requirements of both the Thames Valley and London Regions, manning 30,000 hours weekly over 300 sites, and line management for 60 contract support staff, achieving an annual profit increase of 12%.

Education

Bachelor's degree in Computer Science

Birkbeck College - London, Greater London

September 1998 to July 2001

Skills

- Asset management
- IT (10+ years)
- Business processes
- Management (10+ years)
- Risk management
- PCO license holder
- Change management
- Commercial Driving
- Project planning

Certifications and Licenses

PRINCE2 Certification